

~~S-E-C-R-E-T~~  
Security Information

OFFICE OF TRAINING

NOTICE  
NO. 6-53 TR(S)

20 February 1953


SUBJECT: Procedure for Announcement of TR(S) Courses

1. All course offerings within TR(S) will be prepared by the appropriate chief instructor and will contain information as listed in paragraph two below. The preparation of the course announcement will be timed so that it can be cleared through the Division Chief, the Chief, Plans and Programs Staff, and the Registrar, OTR, for signature by Deputy Director of Training (Special), to insure release at least three weeks prior to the beginning date of the course.

2. All course announcements will include: beginning and ending dates; location; reporting instructions to students; security clearance required; prerequisites, if applicable; administrative channels for submitting training requests; closing date for admission to the course; an estimated, or tentatively scheduled, date for the next offering of the course. For training to be conducted at a site outside the Washington area, the announcement will establish a realistic closing date for registration and will include any necessary information for student briefing or processing which may be required prior to the effective date of reporting.

3. The Chief, Plans and Programs Staff, will be responsible for insuring adherence to the above provisions.

4. See sample attached.

  
Deputy Director of Training (Special)

25X1A

Attachment - 1

Distribution:  
Staff, Division and Branch Chiefs;  
Chief Instructors - TR(S)

This document is part of an integrated file. If separated from the file it must be subjected to individual systematic review.

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